

# Holiday Bazaar

## November 13, 2010

### Vendor Information Form

Please read the following information carefully. A signed copy of the Vendor Information Form must be submitted with Booth Registration Form. Contact us after you have read this information if you still have questions about our Holiday Bazaar.

**About the Holiday Bazaar:** The Holiday Bazaar is an opportunity for local and surrounding city exhibitors and crafters to sell and display their unique, hand-crafted and creative merchandise. This event is hosted by the Clay Madsen Recreation Center, Round Rock Parks and Recreation Department. We do not charge admission fees to help encourage lots of shoppers to attend. This is our 9<sup>th</sup> annual Holiday Bazaar and our average attendance is approx 1000+ guests throughout the day.

#### **Booth Information:**

The Holiday Bazaar ranges in show size based on applications. Our average show size is approx 70+ exhibitors.

Booth Spaces are 10x10 or 10x20. Vendors must stay within the perimeters of the assigned booth and arrange the booth in such a way as to avoid interference with other booth spaces.

Booths are encouraged to sell arts, crafts, handcrafted and unique items. Limited commercial and multi-level marketing products will be allowed as approved by Event Coordinator.

Vendor set up will begin at 6am on the morning of the show. Booth vendors must be set up by 8:45am. Booth take down will begin at 4pm at the close of the show. Early take down is not allowed. Booth take down must be complete by 6pm.

You may not give, sell or lend your booth space to someone else. We do allow vendors to share booth space if both vendors complete the application form.

Your booth must be kept presentable and neat at all times. All stock, boxes and personal items should be kept out of sight.

All tables must be covered.

Booths may not sell retail items or any other items deemed inappropriate by Clay Madsen Recreation Center staff.

**Registration Information:** A completed Booth Application and Signed Vendor information Form accompanied by photography of vendor goods to be sold is required for the application process. In order to maintain a variety of vendors, management reserves the right to accept or deny applications based on show needs. Please know that various categories of merchandise will be limited to ensure a quality and well-balanced show.

Booth applications will be accepted and reviewed on a first come, first serve basis. Vendors will be informed of acceptance/denial into the Holiday Bazaar. Do not assume that submission of application guarantees you a space in the Holiday Bazaar.

Changes or additions in items to be sold from original approved booth application must be submitted to Event Coordinator for approval. Changes or additions may be denied based on other approved vendor applications to continue variety of show.

Booths are assigned when payment is made in full. Booths will not be held or reserved without payment. Payment methods include cash, check, Visa or MasterCard.

Additional services including table, chair, corner booth and electricity are available at time of application. These services must be selected and paid for in advance and will not be available for purchase day of show. Electricity is not available for outdoor booths.

Multi-level marketing vendors will be allowed to apply for application of booth space at the Holiday Bazaar. This type of vendor will only be limited to maximum of 8 booth spaces. No duplication of multilevel marketing booths will be allowed.

All booth requests received after November 3, 2010 will be assessed a \$10 Late Fee.

Full refunds are only offered if event is cancelled by Round Rock Parks and Recreation Department. The Round Rock Parks and Recreation Department's Refund Policy will be followed for refund/cancellation requests.

**Parking/Loading Area:** Depending on your booth location, exhibitors are allowed to unload items using the main front doors or back gymnasium doors. Vehicles may not block emergency access at any time. Once unloading is complete ALL vehicles must be moved into a legal parking space.

Once set up is complete, gymnasium doors will be closed and all vendors and shoppers must enter/exit through the main front doors.

If using a truck/trailer we encourage you to park your vehicle at Grace Presbyterian Church located directly across the street from Clay Madsen Recreation Center. If you wish to leave your truck/trailer on site, you must unhook your trailer from your vehicle and park your trailer in one space and vehicle in another.

We encourage vendors to park in the back parking lot of Clay Madsen Recreation Center to allow parking spaces in the front of the facility available for potential shoppers.

**Other Helpful Information:**

Mailing lists: If you have a mailing list and would like to mail our postcards about the Holiday Bazaar, please call our office for free cards that you may send to your customers!

Safety: We encourage all vendors to be safe and encourage a positive and family friendly attitude. We ask that vendors report any issues to the Clay Madsen Recreation Center Front Desk.

Clay Madsen Recreation Center is not responsible for any lost, damaged or stolen property.

Smoking/Tobacco/Alcohol is not allowed inside the Clay Madsen Recreation Center or at the outdoor vendor booths.

Sales tax must be collected and reported to the Comptrollers office; this is required by state law and is your responsibly. For information on obtaining a Texas sales tax permit, please contact the Comptrollers' office in your community or call (512)463-4600 in Austin. We are not qualified to counsel you on tax information.

Clay Madsen Recreation Center Information:

Address: 1600 Gattis School Road, Round Rock TX 78664

Phone: 512-218-3220 Administration Office: 218-3214

Fax: 512-341-3395 Website: [www.claymadsenrec.com](http://www.claymadsenrec.com)

Event Coordinator Information:

Mary Hemenes

Phone: 512-341-3383 Email: [MHemenes@round-rock.tx.us](mailto:MHemenes@round-rock.tx.us)

Printed Name

Date

Signature